

Arizona State Parks

Local, Regional and State Parks Heritage Fund and Land and Water Conservation Fund

FY 2009 Grant Application Instruction/Forms Manual

Application Deadline

Applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

No later than:

**Friday, February 27, 2009
By 5:00 p.m.**



This manual supersedes all previous manuals.



Arizona State Parks
1300 W. Washington
Phoenix, AZ 85007
Tel. TTY: (602) 542-4174

Fax: (602) 542-4180
<http://www.azstateparks.com>
E-mail: grants@azstateparks.gov

Executive Director
Kenneth E. Travous

Assistant Director
Jay Ream

Assistant Director
Jay Ziemann

Assistant Director
Cristie Statler

Arizona State Parks Board

Chair

William C. Scalzo
Phoenix

Board Members

Arlan Colton
Tucson

Larry Landery
Phoenix

William Cordasco
Flagstaff

Mark Winkleman
State Land Commissioner

Tracey Westerhausen
Phoenix

Reese Woodling
Tucson

This publication was prepared under the authority of the Arizona State Parks Board
and is available in alternative format by contacting the ADA Coordinator at (602) 364-0632

Arizona Outdoor Recreation Coordinating Commission (AORCC)

Chair

Jeff Bell

Apache Junction Parks and Recreation Department
Pinal/Maricopa County

Vice Chair

Larry Voyles

Statutory Member
Arizona Game and Fish Department

William Schwind

Parks and Recreation Member
Maricopa County

Members

Devin Rankin

Public Member
Maricopa County

Mary Ellen Bittorf

Public Member
Navajo County

Karla Brady

Parks & Recreation Member
Mohave County

Kenneth E. Travous

Statutory Member
Arizona State Parks

Letter to Applicants

Dear LRSP Applicant:

Arizona State Parks is pleased to present the FY 2009 Grant Application Manual for the Local, Regional and State Parks (LRSP) Heritage Fund and the Land and Water Conservation Fund (LWCF) grant programs. The grant manual this year is based on the 2008 Statewide Comprehensive Outdoor Recreation Plan (SCORP) and contains new rating criteria. The new manual and additional information are presented to you this year in a different format.

There are two components to the 2009 Grant Application Manual –

- Information on the grant cycle, and Forms and Instructions for completing the forms
- The Rating Criteria for the FY 2009 LRSP grant application.

This manual supersedes all previous application materials prepared by Arizona State Parks. Manuals dated prior to FY 2009 should be discarded. All forms necessary to complete an application are available in this manual and may be reproduced OR you may request forms be emailed to you in Microsoft Word.

My goal is to guide you through the grant application process and provide as much technical help and assistance as I can. I am interested in your feedback about the grant manual and the application process. I encourage each of you to contact me by phone at 602/542-7160 or by e-mail at dsilvas@azstateparks.gov any time if you have questions or concerns.

If you want me to review your application, please plan on submitting it to me at least two weeks before the application due date.

Wishing you each the best....

Danielle Silvas
Grant Coordinator

TABLE OF CONTENTS

	Page
Introduction	1
2008 Statewide Comprehensive Outdoor Recreation Plan (SCORP).....	1
LRSP Sources and Available Funds.....	2
LRSP Heritage Fund Anticipated Grant Cycle	2
Funding Eligibility	
Eligible Applicants	3
Eligible Projects.....	3
Ineligible Project Costs.....	3
Eligible Matching Funds.....	4
How to Apply	
Application Submission.....	5
Important Things to Know	
General Compliance.....	6
Appraisals.....	6
Physically Challenged.....	6
Operation/Maintenance	6
Overhead Utility Lines.....	6
Title Transfer and Site Development.....	6
Waiver of Retroactivity	6
Completion Requirements.....	7
Commencement of Work for Awarded Grants	7
Control and Tenure Requirement.....	7
Term of Public Use	7
Grant Recognition	7
Disagreement Process	8
Permitting Requirements.....	9
Land and Water Conservation Fund (LWCF)	
LWCF Authorization and Purpose.....	11
Section 6 (f)(3) Boundary Map	11
LWCF Surcharge	11
Application Materials	
Application Checklist.....	15
Instructions for Completing the Certified Grant Application Form.....	18
Certified Grant Application Form	19
Application Resolution/ Authority to Apply.....	20
Sample Resolution	21
Evidence of Control and Tenure.....	23
Sample Letter of Intent to Renew Lease.....	25
Sample Memorandum of Understanding	26
Sample Authority to Apply/Control and Tenure	30

Additional Required Forms

Assurance of Compliance (ADA)	32
SHPO Review Form	33
Historic Property Inventory Form	35

Project Budget Forms

Instructions for Completing the Estimated Project Cost Sheet	38
Estimated Project Cost Sheet	39
Acquisition Cost Breakdown	40
Scope Item Breakdown	41
Pre-agreement, Design & Engineering Costs Breakdown Sheet.....	42
Instructions for Pre-agreement, design & engineering Costs Worksheet	44
Worksheet – Pre-agreement, design & engineering Costs.....	45
Scope Item Timetable.....	46
Donation List	47

Maps, Plans and Photographs

Maps and Plans	50
Photographs.....	50
Location Map	51
Project Boundary Map	52
Acquisition Parcel Map.....	53
Site Plan.....	54
Floor Plans	55

INTRODUCTION

The Arizona State Parks Board, through the Grants Section, administers eight grant programs:

- State Lake Improvement Fund (SLIF)
- Law Enforcement & Boating Safety Fund (LEBSF)
- Recreational Trails Program (motorized portion)
- Three components of the Arizona Heritage Fund:
 - * Historic Preservation
 - * Trails
 - * Local, Regional & State Parks
- Land and Water Conservation Fund (LWCF)
- Growing Smarter State Trust Land Acquisition Program.

The chart on the inside back cover of this manual provides further information on the various grant programs and the phone numbers for each program's grant coordinator.

The Grants Section administers the above grant programs through the development of application guidelines and a priority rating system, the execution of participant agreements with grantees, and the subsequent monitoring of expended funds and project work.

To assist the Board with this responsibility, Arizona State Parks (ASP) staff works with the Arizona Outdoor Recreation Coordinating Commission (AORCC) to develop policies and criteria that enable the equitable distribution of funds. AORCC reviews eligible project applications and recommends grant funding levels for Board consideration and final action.

Through this manual, the Board establishes funding priorities and evaluation criteria that reflect high priority needs for outdoor recreation and open space. You are encouraged to assess recreation needs within your jurisdiction and submit applications that reflect priorities set forth in this manual.

2008 (Statewide Comprehensive Outdoor Recreation Plan)SCORP

Criteria for the FY 2009 LRSP grant program were developed as part of the 2008 SCORP. The SCORP document was prepared by a group of recreational professionals who met over the past year to discuss outdoor recreation needs in Arizona. Included as part of the information packet are the following sections of the SCORP.

- * ***SCORP at a Glance – Executive Summary***
- * **Chapter 7 – Arizona's Priority Outdoor Recreation Issues**
- * **Chapter 8 - Open Project Selection Process (OPSP)**

If you would like a CD of the entire 2008 SCORP, you can contact Tanna Thornburg, SCORP Planner, at scorp@azstateparks.gov or if you prefer, you can download the SCORP document by going to the Arizona State Parks webpage under Planning.

LRSP Sources and Available Funds

The Arizona State Parks Board Local, Regional and State Parks (LRSP) Heritage Fund (A.R.S. § 41-503), established in 1990, provides funding for outdoor recreation and open space throughout Arizona. Revenue for the program is derived from the Arizona Lottery. Annually, up to \$3.5 million are available through the LRSP competitive grant program. The chart below shows the history of the Heritage Fund revenues since its inception in 1991. The Heritage Fund was fully funded in FY 2004 through 2008.

Fiscal Year of Revenue	Available Revenues from Heritage Fund and LWCF for LRSP/LWCF Grants	20% Cap
1991	\$2,065,000	\$413,000
1992 - 1998	\$3,500,000	\$700,000
1999	\$3,047,187	\$609,437
2000	\$2,833,880	\$560,000
2001	\$2,978,216	\$588,000
2002	\$3,068,975	\$609,000
2003	\$3,257,607	\$937,251
2004	\$3,652,823	\$730,564
2005	\$4,803,010	\$960,602
2006	\$3,912,099	\$782,420
2007	\$3,958,040	\$791,608
2008	\$3,109,068	\$621,814

The maximum amount awarded to any one entity cannot exceed 20% of the LRSP revenue available in any one fiscal year. The minimum dollar amount an applicant may request is \$7,500. Beginning with FY 2003 the 20% cap was based on the total available revenue, not just the new revenue accrued during the fiscal year as was done in the past.

LRSP Heritage Fund Anticipated Grant Cycle

February 27, 2009 Applications due in State Parks office by 5 PM

March – May Site inspections of proposed projects by State Parks staff

June - Eligible applications presented to AORCC

July/August - Eligible applications are rated and ranked by review team

August - Staff funding recommendations presented to AORCC

September - Recommendations presented to State Parks Board for final action

Following Parks Board action, participant agreements are executed for approved projects.

Funding Eligibility

Eligible Applicants

Governmental entities are eligible to apply for LRSP Heritage Fund grants. This includes cities, towns, counties, and tribal governments. Private or non-profit organizations may apply only through an eligible sponsoring organization as a third party.

An eligible entity is defined as a governmental body with a responsibility to provide outdoor recreation and open space opportunities to the public and meets the following criteria:

- independent governing authority;
- independent signature authority; and
- independent authority to commit funds.

School districts and non-profit organizations, can apply through an eligible applicant.

An entity may submit more than one application per year, if applications are for completely different projects. However, no one entity will be awarded more than 20% of the available LRSP grant revenue regardless of the number of applications submitted.

Third-Party Memorandum of Understanding (MOU) - If the applicant is sponsoring the application in cooperation with a third party, a completed and signed Memorandum of Understanding between the applicant and the third party **MUST** be submitted before the Participant Agreement can be signed.

A draft MOU must be submitted with the application (see pages 26 – 29). An application will not be considered eligible if a draft MOU is not included in the application.

Eligible Projects

Eligible project activities include, but are not limited to: park development (for example, playground equipment, lighting, picnic facilities, ballfields, restrooms) to serve outdoor recreation needs, and land acquisition for outdoor recreation and/or open space.

Ineligible Project Costs

The following costs are not eligible project costs:

- Grant Preparation
- Grant Administration
- Pre-agreement, design and engineering costs over 10% of the grant award
- Contingency costs – these costs should be included within the cost of the scope item, not listed as a separate line item cost.
- Indoor recreation facilities such as a recreation center are **not** eligible.

Eligible Matching Funds

Grants are awarded on a matching basis, where the grant provides 50% of the total eligible project cost and the grantee provides the other 50%. Matching funds can be:

- applicant cash
- in-kind, i.e., in-house labor and equipment
- local appropriations or bond monies; or
- donated cash, land, labor, materials or services from outside sources.

Matching funds

- must be for eligible scope items.
- must be used within the approved project period, except approved pre-agreement and design and engineering costs.
- must be certified on the Applicant Resolution/ Authority to Apply.

If you have any questions regarding the eligibility of matching funds, please contact me at 602/542-7160 or dsilvas@azstateparks.gov for clarification.

How to Apply

Application Submission

Applications must be received by 5:00 PM on Friday, February 27, 2009 at:

Arizona State Parks
Grants Section
1300 W. W. Washington
Phoenix, AZ 85007

This is not a postmark deadline; applications must be received in the State Parks Office by the 5 p.m. deadline. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete.

The applicant must submit ONE (1) entire original application and THREE (3) additional copies of the rating criteria, criteria documentation and project forms.

Do not bind or staple the applications – they should be clipped in the upper left hand corner.

THE ENTIRE APPLICATION MUST BE NUMBERED IN NUMERICAL ORDER beginning with the Certified Grant Application Form.

An entity may submit more than one application per year, but only if the applications are for completely different projects. Applicants who were awarded funding previously may submit an application for the current grant cycle. The application for the current grant cycle may be related to a project funded in a previous year. Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous year.

For questions, contact Danielle Silvas, LRSP Grant Coordinator at 602/542-7160 or dsilvas@azstateparks.gov

Important Things to Know

General Compliance – All projects must comply with applicable State statutes, regulatory requirements, and policies. The administration of all awarded grants is subject to the contents of the Administrative Guidelines for Awarded Grants published by Arizona State Parks.

Appraisals – Appraisals for property proposed for purchase or donation must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser. Appraisals are valid if prepared within one year of the date of acquisition and must receive a favorable desk review by an Arizona State Parks contract appraiser. Contact Arizona State Parks for additional information on acquisition project requirements.

Physically Challenged – Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213) and the Arizonans with Disabilities Act of 1992 (A.R.S. § 41-1492, et seq.).

Operation/Maintenance – The grantee is responsible for continued operation and maintenance of funded facilities. Grant funds are not available for operation and maintenance costs.

Overhead Utility Lines – Generally, all new electrical lines under 15 KV and telephone lines must be underground. All existing overhead lines must be either buried, rerouted or screened. To receive an exception, the applicant must fully explain the reasoning for the exception.

Title Transfer and Site Development – Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities may not commence until there is an executed Participant Agreement between the participant and Arizona State Parks. (See exception below) Such work or acquisition accomplished prior to execution of the Participant Agreement shall be the full responsibility of the applicant.

Waiver of Retroactivity – The exception is for emergency acquisition approved in advance through a Waiver of Retroactivity if it is necessary to acquire property before a grant application for acquisition assistance can be considered for funding. An example where this waiver is appropriate is when the sale of property is imminent and, if not purchased, a significant opportunity would be lost. To request a waiver, State Parks must be notified in writing of the necessity for the waiver and give justification for the proposed action. State Parks approval is necessary prior to acquiring the property. Contact the Grant Program Coordinator for more details about this process.

Completion Requirements – An awarded grant must be completed within a specified length of time from the date Arizona State Parks signs the participant agreement. The specific times are:

Land acquisition – completed within two (2) years

Facility development – completed within three (3) years

Generally, costs associated with work undertaken prior to the execution of an agreement are not eligible project costs. Exceptions include: 1) an approved waiver of retroactivity for emergency land acquisitions; and 2) approved pre-agreement costs. Approved pre-agreement and design and engineering costs combined cannot exceed 10% of the total grant award. Contact State Parks for specific information on allowable pre-agreement costs.

Commencement of Work for Awarded Grants – Actual development work must begin within eighteen (18) months of the signed agreement and acquisitions must begin within six (6) months of the signed agreement. Work is defined as: an executed consultant agreement for studies, reports, assessments, or architectural/engineering projects; an executed construction contract or initiated on-site force account labor for development projects; an offer to purchase real property for acquisition projects; agency project set-up for in-house design; or other documented evidence that a project has been initiated. Failure to meet this requirement may result in cancellation of the agreement; funds allocated to cancelled projects will be returned to the LRSP Heritage Fund.

Control and Tenure Requirement – LRSP projects must comply with the Control and Tenure policy explained on page 23. Failure to comply with this policy or to submit required documentation will result in the application being deemed ineligible and returned to the applicant.

Term of Public Use – Projects funded through the LRSP Heritage Fund must be available for public use for the term specified in the General Provisions that are attached to the Participant Agreement that all successful LWCF/LRSP Heritage Fund grant applicants must sign and become part of the project agreement.

The term of public use is as follows:

Facilities (real property): 25 years

Land acquisition: 99 years

Please note that if the project receives Land and Water Conservation Funds, the project area must be maintained in the grant-funded condition in perpetuity.

Grant Recognition – If awarded a grant, participants are expected to publicly acknowledge the receipt of the grant at a venue of their choice such as a big check presentation.

Disagreement Process - The applicant may request a review of any decision or action concerning the application process that is not resolved to the satisfaction of the applicant. A written request for review may be submitted to the Assistant Director of the Partnerships Division of Arizona State Parks and must be received within thirty (30) days of the date the applicant was informed of the decision or action.

The Assistant Director will review the matter and issue a written response within thirty (30) days of receiving the request.

If the disagreement is not resolved at the Assistant Director's level, a written request for further review may be submitted to the Director of Arizona State Parks within thirty (30) days of the date of the Assistant Director's response. The Executive Director will issue a written response within thirty (30) days of receiving the request.

Permitting Requirements

Grant projects funded by State Parks may involve work that requires permits and clearances from various state and federal agencies. State Parks does not determine what—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Applicants are responsible for obtaining all necessary permits and are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications. See telephone numbers on next page.

If awarded a grant, the applicant is responsible for conducting environmental assessments and obtaining all applicable permits and clearances no later than 18 months after the Participant Agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Review the items listed below to assist you in determining if your project may require permits and/or clearances. Will the project:

- Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?
- Include introduction or exportation of any species not presently or historically occurring in the receiving location?
- Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains or wetlands?
- Require ground or surface water through contract of acquisition for a long-term project viability?
- Include use of any chemical toxicants?
- Result in any discharge that will conflict with Federal (or State) air or water quality regulations?
- Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?

- Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
- Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantive environmental impacts not addressed above, or result in cumulative impacts that separately do not require assessment but together must be considered substantial?

References and Telephone Numbers

References

1. Section 7, Endangered Species Act of 1973, as amended
2. Arizona Game and Fish Department Wildlife of Special Concern List
3. Executive Order 11987, Exotic Organisms; and 50 CFR 92
4. Executive Order 11988, Flood Plain Management
5. Executive Order 11990, Protection of Wetlands
6. Administration of Clean Air Act of 1970 (P.L. 91-604) and Federal Water Pollution Control Act (P.L. 92-500), Executive Order 11738; and Clean Water Act Amendments of 1977 (P.L. 95-217)
7. Executive Order 11593, Protection and Enhancement of the Cultural Environment (P.L. 93-291), Archaeological and Historic Preservation Act, 5-244-74; and CEQ Guidelines, Federal Register 43(230), 11-29-78, § 1508.8
8. Wild and Scenic Rivers Act (P.L. 90-542)
9. Wilderness Act (P.L. 88-577)
10. National Trails Act (P.L. 90-543)
11. National Environmental Policy Act (NEPA), 1969; CEQ guidelines, Federal Register 43(230), 11-29-78, §§ 1507.3 and 1508.4; Federal Register 44(112), 6-8-79, pp. 33160-33162
12. Arizona Native Plants, A.R.S. § 3-901 to § 3-934

TELEPHONE NUMBERS

U.S. Army Corps of Engineers	(602) 640-5385
Arizona Game and Fish Department	(602) 942-3000
Arizona Department of Environmental Quality	(602) 771-2300
Arizona Department of Water Resources	(602) 771-8500
State Historic Preservation Office, Arizona State Parks	(602) 542-4009
U.S. Fish and Wildlife Service – Southwest Region	(505) 248-6911

Additional Information for Land and Water Conservation Fund (LWCF)

LWCF Authorization and Purpose

The Land and Water Conservation Fund Act of 1965 (Public Law 88-578) became effective January 1, 1965 and has since been authorized to continue through 2015. The Act provides financial assistance to states, their political subdivisions, and Indian tribal governments for the acquisition and development of public outdoor recreation areas and facilities.

LWCF revenues are derived from three sources (1) sales of federal surplus real property, (2) a small portion of federal motorboat fuel taxes, and (3) outer continental shelf revenues derived from leasing of oil and gas sites in coastal waters. There was no LWCF funding in Federal Fiscal Years (FFY) 1995 through FFY 1999. Congress did appropriate funds to LWCF in FFY 2000 through FFY 2009.

If Arizona receives FFY 2009 LWCF funds, State Parks will consider funding FY 2009 LRSP grant projects that are not funded due to the lack of Heritage Funds. If a LWCF grant is awarded, there are several additional requirements that must be met before the grant is submitted to the National Park Service (NPS) for approval.

Section 6 (f)(3) Boundary Map

Projects offered LWCF monies will be required to submit a Section 6 (f)(3) boundary map. A Section 6 (f)(3) boundary map is one with clearly identifiable project boundaries that includes the entire facility area supported by the grant award and that is signed and dated by the applicant and State Parks. Section 6 (f)(3) of the LWCF Act states "no property acquired or developed with assistance under this section shall, without the approval of the Secretary (of the Interior), be converted to other than public outdoor recreation uses." If the change in use requires a conversion, replacement land and facilities may be required. Once the National Park Service approves the signed and dated boundary map, no change in use can take place within the project boundary without prior approval by both State Parks and the National Park Service.

LWCF Surcharge

Each successful LWCF grant recipient is required to pay a surcharge of 10% of the grant award to State Parks. Revenue from surcharge payments is used to administer the LWCF Program. The surcharge is non-reimbursable and must be separate from project matching funds.

NOTE 1: Davis Bacon wages do not have to be paid for LWCF grant projects.

NOTE 2: If the project receives Land and Water Conservation Funds, the project area must be maintained in the grant-funded condition in perpetuity.

For more information on LWCF contact Pat Dutrack at 602/542-7129 or pdutrack@azstateparks.gov



Application Materials

The following pages contain documents that must be included in your 2009 LRSP grant application. Failure to submit these documents may result in your application being considered ineligible and/or incomplete.



Application Checklist

Number the pages consecutively, beginning with the Certified Application Form. Refer to all documentation by page number.

Submit ONE (1) entire application that includes items #1 through #9.

- ☐ **1. FY 2009 LRSP Heritage Fund Certified Grant Application Form** (pages 19)
 - The individual (or title) authorized in #6 of the Resolution must sign the grant application form.
 - The applicant must be an eligible entity to apply for a grant.
- ☐ **2. Applicant Resolution/Authority to Apply** (page 21)
 - At a minimum, a draft Resolution or letter explaining when the resolution will be provided must be included with the application. A final signed Resolution must be submitted by the April 17, 2009 deadline or the application will be determined ineligible.
 - Matching funds and the fund source must be shown in the Resolution.
 - Tribal applicants should submit the Authority to Apply / Control and Tenure (page 30).
- ☐ **3. Evidence of Control & Tenure** (page 23)
 - The application must include the appropriate documentation to demonstrate Control & Tenure of the property such as a lease, special use agreement, title or deed with a map depicting the area(s) proposed for lease, easement, permit or agreement.
 - For a lease, the Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
 - A copy of the Title Insurance (not title report) for all parcels must be included with the application.
 - In lieu of title insurance, you must provide a title opinion, based on a title report, signed by your legal representative indicating all parcels are unencumbered.

- ☐ 4. **Memorandum of Understanding (for Third Party projects only)** (pages 26 - 29).
- A draft Memorandum of Understanding (MOU) must be submitted with the application. The completed and signed MOU delegating the responsibilities as provided in the sample resolution must be received before the Participant Agreement can be signed.
 - The MOU must state the responsibilities of the Applicant and the Third Party as detailed in the sample resolution provided in the manual.
- ☐ 5. **Americans with Disabilities Act (ADA) certification** (page 32)
- ☐ 6. **SHPO Review Form AND attachments** (page 33) and a **SHPO Historic Property Inventory Form** - if applicable (page 35).

Submit three (3) additional copies of the items listed below (items #7 through #9) as well as 3 additional copies of all rating criteria documentation. Your cover page should be the Certified Application Form for all three (3) copies.

- ☐ 7. **Project Rating Criteria** (See FY 2009 Rating Criteria Manual)
- ☐ 8. **Project Budget Forms**
- Estimated Project Cost Sheet (page 39)
 - Acquisition Cost Breakdown - if applicable (page 40)
 - Scope Item Cost Breakdown (page 41)
 - Pre-agreement, design & engineering Costs Breakdown - if applicable (page 42)
 - Scope Item Timetable (page 46)
 - Donations List - if applicable (page 47)
- ☐ 8. **Maps, Plans and Photographs**
- Photographs – four (4) 4x6 color prints (page 50)
 - Location Map (page 51) *plus 7.5'USGS map*
 - Project Boundary Map (page 52)
 - Acquisition Parcel Map - if applicable (page 53)
 - Site Plan - if applicable (page 54)
 - Floor plans - if applicable (page 55)

The three forms on the following pages must be submitted with the application or the application will be ineligible for funding consideration.

These forms are:

- **The Certified Grant Application Form**
- **Applicant Resolution/Authority to Apply**
- **Evidence of Control and Tenure**

Instructions for Completing the FY 2009 LRSP Certified Grant Application Form

Use the instructions provided below to complete the Certified Grant Application Form on the following page.

1. **Applicant Name:** Enter the name of the applicant.
2. **Applicant Address:** Enter your official mailing address of the applicant.
3. **Applicant Contact:** Enter the name, title, telephone, fax numbers, and e-mail address of the individual who will administer the project.
4. **Third Party:** If the applicant is sponsoring the application in cooperation with a third party, enter the name of the cooperating entity.
5. **Third Party Address:** Indicate the official address for any third party applicant listed in Item 4 to which communications and correspondence should be directed.
6. **Third Party Contact:** Enter the name, title, telephone, fax numbers, and e-mail address of the individual associated with the third party participant, who will be knowledgeable of the project.
7. **Project Title:** Enter the title of the proposed project.
8. **U.S. Congressional District:** Enter the number of the U.S. Congressional district(s) where the project site is located. Contact your county recorder if you need assistance.
9. **State Legislative District:** Enter the number of the State Legislative District(s) where the project site is located. Contact your county recorder if you need assistance.
10. **County:** Enter the name of the county(s) where the project is located.
11. **Brief Description of the Project:** In **three or four** sentences, summarize the project indicating the nature of the work to be accomplished.

12. Project Funding:

Grant Request -- Enter the amount of grant request.

Match Amount -- Enter the amount for which the applicant will be responsible.

Total Project Cost -- Enter the total cost of the proposed project - the grant request plus the match amount.

- 13. Certification & Authorized Signature:** The certified application form **MUST** be signed and dated by the individual authorized in the resolution to act on behalf of the applicant in conducting all official business related to the project. Please type the signer's name and title below the signature.

Participant Information

Project Information

11. In three or four lines, briefly describe your project.
--

13. Certification (This form must be signed for the application to be considered eligible.) *I hereby certify that the information in this application is true and correct to the best of my knowledge.*

Typed Name and Title: _____

APPLICATION RESOLUTION / AUTHORITY TO APPLY

To be eligible for funding consideration, applicants must include a resolution certifying authority to apply for a LRSP Heritage Fund grant. A Sample Resolution is provided on the following pages. All **applicants MUST incorporate items 1 through 6 from the sample resolution into their resolution and it MUST be signed by the appropriate official authorized to commit funds.**

NOTE: If the applicant can not secure a signed resolution at the time of application, a draft resolution or letter explaining when the resolution will be available must be submitted along with the application. In no case will Arizona State Parks accept a signed resolution later than Friday, April 17, 2009. The application will be ineligible if the draft resolution or letter is missing at the time of application or if the final resolution is insufficient or late.

NOTE: The individual identified in the resolution (see Sample Resolution: Item 6) who conducts all negotiations and executes and submits all documents MUST provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

Tribal governments can satisfy the Control and Tenure requirements of the application process by incorporating into their document an appropriate statement addressing the applicant's intent to use the land under its stewardship for the purpose expressed in this application. A sample document is provided on page 30. **The sample document may be edited as needed by the applying entity. If altered, it is essential that all conditions in the sample document are addressed in the document submitted with this application.**

THE SIGNED DOCUMENT MUST BE SUBMITTED WITH THE APPLICATION BY THE APPLICATION DUE DATE.

SAMPLE RESOLUTION

Resolution No. _____

RESOLUTION OF THE _____
(Applicant Name)

APPROVING THE APPLICATION FOR LOCAL, REGIONAL AND STATE PARKS
HERITAGE FUNDS

(Name of Project)

WHEREAS, the Legislature under A. R. S. §41-503 has authorized the establishment of the LRSP Heritage Fund program, providing funds to the State of Arizona, its political subdivisions and Indian Tribes for acquiring lands and developing outdoor recreation facilities for public use; and

WHEREAS, Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application by local agencies under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, and authorization to sign a Participant Agreement with the BOARD prior to submission of said applications to the BOARD; and

NOW, THEREFORE, BE IT RESOLVED THAT _____ (Applicant's Governing Body) hereby:

1. Approves the filing of an application for FY 2009 LRSP Heritage Fund assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of _____ (Applicant's Governing Body) for outdoor recreation improvements; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that _____ (Applicant) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and

5. Certifies that _____ (Applicant) has matching funds in the amount of \$ _____ from the following sources (list sources) _____; and
6. Appoints the _____ (Title - can be more than one person) _____ as agent of _____ (Applicant's Governing Body) _____ to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned, _____, being the duly appointed and qualified (Office Held) _____ of _____ (Applicant) _____, certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ Passed and adopted at a regular meeting of (Applicant) _____, held on (month) _____, (day) _____, (year) _____ at which a quorum was present and voted in favor of said _____ (month) _____ (day) _____, (year) _____ Resolution.

Signed by:

Date

Approved As To Form:

Attorney

Date

EVIDENCE OF CONTROL AND TENURE

The applicant is responsible for operation and maintenance of fund-assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the GENERAL PROVISIONS that are provided with the Participant Agreement if the grant is awarded.

The Term of Public Use must be at least -

- 25 years for equipment over \$50,000 (personal property),
- 25 years for facilities (real property) and
- 99 years for land acquisition.

LWCF projects must be available to the public in perpetuity.

The applicant **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located.

For a development project, the applicant must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1 or #2 below.

1A. Title or Deed -- If the land proposed for development is owned by a city or county applicant, all of the following must be submitted with the application:

- copy of the recorded title or deed
 - legal description of the deed with an attached map
 - updated copy of title insurance (not title report) for the property
- or**
- a title opinion based on a title report.

If your entity does not have title insurance, a “title opinion” from your legal representative may be submitted. This opinion will certify that the title is vested in the applicant and there are no outstanding liens or encumbrances imposed against the property which would adversely affect the proposed development.

1B. Tribal Applicants -- If the land proposed for development is owned by a tribe, a letter including the following must be submitted with the application:

All improvements proposed in this grant application are compatible with the approved land use plan of the applicant and will be constructed on land that is within the boundaries of and under the management of applicant. These lands are not classified nor have been identified as base-for-exchange and will be available for public use for the term of this agreement. (See sample letter on page 30.)

2. **Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the applicant may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation. AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF A LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION. Both of the following must be submitted with the application:

- Copy of the signed lease, easement, permit, or special use agreement.
- Map depicting the area(s) existing or proposed for lease, easement, permit, or agreement.

NOTE: For a development project, an applicant must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that (1) the lessee has the first right of lease renewal, and (2) the lessor cannot cancel the lease without cause.

If the lease has at least 20 years remaining, but less than 25 years, the application must include a letter of intent to exercise the option to renew (page 25). Proposed projects on State Trust land will be considered on a case-by-case basis, however; they must comply with the 25-year Term of Public Use.

Projects on State Land

Projects proposing improvements on land leased from the Arizona State Land Department will be considered on a case by case basis. All projects constructed on State Land are required to meet the 25-year Term of Public Use. A project that cannot meet this requirement may proceed under the remedies provided in the Administrative Guidelines for Awarded Grants. These options include:

- (1) Conversion – providing an equivalent facility at the grant participant's expense;
- (2) Repayment – refunding the grant funds to State Parks on a graduated scale based on the number of years the project has been available to the public; or,
- (3) Obsolescence – notwithstanding neglect or inadequate maintenance on the part of the grant participant, a recreation area or facility may be determined obsolete if:
 - (a) reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
 - (b) changing recreation needs dictate a change in the type of facility provided,
 - (c) operating practices dictate a change in the type of facilities required, or
 - (d) the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

SAMPLE

LETTER OF INTENT TO RENEW LEASE

(date)

Danielle Silvas
LRSP Grants Coordinator
Arizona State Parks
1300 W. Washington
Phoenix, AZ 85007

RE: LETTER OF INTENT TO RENEW LEASE

Dear Ms. Silvas:

On _____ (date) _____, _____ (year) _____, _____ (Participant) _____ entered into a _____ (term of lease) _____ year lease with _____ (managing land agency) _____ for public use at _____ (location of facility) _____. The expiration date of this lease is _____ (date) _____, _____ (year) _____.

This lease includes on option to renew for an additional _____ years, which option the _____ (Participant) _____ intends to exercise upon the conclusion of the first term.

Sincerely,

Applicant Name and Title

SAMPLE

MEMORANDUM OF UNDERSTANDING

**Memorandum of Understanding
Between
(Grant Participant) and (Third Party)
for
(Construction and Maintenance of LRSP Facilities
and Related Improvements)**

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, between _____, (hereafter referred to as "the Participant"), acting through its administrative agency, (hereafter referred to as "the _____"), pursuant to A.R.S. § _____, and the [Third Party], hereafter referred to as ["the _____"] acting pursuant to [the Act of _____, (_____ U.S.C. _____)], is for the purpose of [providing outdoor recreation facilities] on land administered by the Third Party.

WITNESSETH:

WHEREAS, the Legislature under A.R.S. §41-503 has authorized the establishment of the LRSP Heritage Fund program, providing funds to the State of Arizona, its political subdivisions and Indian Tribes for acquiring lands and developing facilities for public outdoor recreation purposes; and

WHEREAS, the Participant and the [Third Party] desire outdoor recreation and related improvements to be constructed and maintained at various locations throughout Arizona, administered by the [Third Party], _____.

NOW, THEREFORE, the parties hereto agree as follows:

A. THE PARTICIPANT SHALL:

1. Either develop facilities, upon application and award of a special use authorization, or provide funds for the [Third Party] to develop facilities and related improvement projects by taking all necessary steps to make applications, prepare justification statements, and provide any other information or data required to perfect grant application to the Arizona State Parks Board (ASPB) for outdoor recreation and related improvements at locations administered by the [Third Party].
2. Upon request by the [Third Party,] transfer LRSP grant funds to the [Third Party] for deposit in the [_____ Fund] for the subject facilities. Such grant funds to be expended by the [Third Party] shall pay the cost of _____ including direct overhead expenses approved for outdoor recreation facilities and related improvement development. Each project approved for funding shall be identified by an individual [Collection Agreement] [account].

3. Provide for operation and maintenance of the facilities pursuant to guidelines established in the Grant Participant Agreement for Project No. _____ (the Grant Agreement), in the event that the [Third Party] is unable to continue to perform such services.

B. THE [THIRD PARTY] SHALL:

1. Provide [Third Party] land, at _____, on which to construct the outdoor recreation facilities and related improvements.
2. Expend funds deposited for the purposes shown in site specific projects which are derived from the Grant Agreement entered into between the Participant, and the State of Arizona through the ASPB.
3. Provide the Participant with quarterly construction progress reports and statements of expenses incurred under this agreement; and on completion of the project, refund any unexpended balance of funds to the Participant.
4. Make available to the Participant for purposes of periodic and final audit or review those records pertaining to approved projects which are required by A.R.S. § 35-214 or other law for audit.
5. Obtain or provide all clearances and permits needed.
6. If funds approved for development by the [Third Party] of facilities described in the Grant Agreement are not sufficient, the [Third Party] shall submit requests to the Participant for modifications to the project to bring the scope of the projects in line with available funds or provide from [Third Party] sources funding for costs in excess of those approved under the projects.
7. Operate and maintain the facilities as public use facilities or related improvements, except as may be directed otherwise by future action of the Congress.
8. Upon the availability of appropriated funds, operate and maintain the facilities for minimum term of _____ years. If no longer able to operate and maintain the facilities under any circumstances, notify the Participant as to these circumstances, and offer a special use authorization that will provide the Participant with the opportunity to assume operational and maintenance responsibilities for the remainder of the Term Public Use AS SET OUT IN THE GRANT AGREEMENT.
9. Have the prerogative at some further date to add to or modify these facilities as may be needed to meet current laws, regulations, or public need. Such changes [may not] be made without Participant participation and shall not be inconsistent with this agreement.

10. Not convert the facilities to other than public recreational use during the term specified in section B.8 (above) without the prior approval of the ASPB. The ASPB shall approve such conversion only if it finds it to be in accord with the most recent federal statute. Conversions shall require the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.

11. The [THIRD PARTY] shall submit A CERTIFIED inspection report every five years to the PARTICIPANT that all terms of this agreement are being performed.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY THE SAID PARTIES THAT:

1. This agreement is subject to the state and federal statutes and the Grant Participant Agreement which is incorporated by reference in this agreement.

2. Joint meetings shall be held at least annually and more often when necessary, for discussion of matters relating to recommendations for development, administration, and funding needs of outdoor recreation. Such meetings will be held at the _____ and _____ staff levels.

3. The [_____] SHALL BE RESPONSIBLE FOR THE APPROVAL AND PREPARATION OF THE PLANS AND [_____] SHALL BE RESPONSIBLE FOR THE execution of plans necessary to carry out this agreement. All construction will be carried out to general [Third Party] standards and specifications and applicable provisions of Arizona laws after the Participant, [Third Party,] and the ASPB have reviewed and approved the plans.

4. Subject to all other provisions of this agreement, a) no contribution to the [cooperative] fund herein provided for shall entitle the Participant to any share or interest in the facilities and improvements constructed under this agreement, other than the right to use the same under regulations of the [Third Party]; and b) all improvements shall be the property of the [Third Party].

5. Nothing in this agreement shall be construed as obligating the [Third Party] or the Participant to expend, or as involving the Participant, [Third Party] or the State of Arizona in any contract or other obligation for the future payment of, money in excess of appropriation authorized by law.

6. This agreement may be supplemented or amended IN WRITING at any time by mutual agreement, provided such supplements and amendments have been reviewed and approved by the [Third Party], the Participant, and the ASPB.

7. No member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit.

8. All parties are put on notice that this agreement is subject to cancellation pursuant to A.R.S. § 38-511. [Provided, that any funds on deposit will be available for expenses incident to closing out the work beyond the period of written notice.]

9. The extension of benefits under the provisions of this agreement shall be without discrimination as to race, color, creed, sex, national origin or disability as defined by applicable state and federal law.

10. Pursuant to A.R.S. §§ 35-214 and 35-215, and Section 41-1279.04, as amended, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the State for five years after completion of any project. Such records shall be reproduced as designated by the State of Arizona.

11. Each party, its contractors, or lessees shall be responsible for the protection from damage of all identified cultural resources within the area, which may be affected by its actions, and shall be liable for all damage or injury to the identified cultural resources caused by his actions. Each shall immediately notify the agency project administrator if any damage occurs to any cultural resource and immediately halt work in the area in which damage has occurred, until it has been authorized by the project administrator, after consultation with the [Third Party] archaeologist, to proceed.

12. This agreement shall become effective WHEN SIGNED BY BOTH PARTIES.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates shown below:

[PARTICIPANT]

[THIRD PARTY]

By: _____ By: _____

Date: _____ Date: _____

SAMPLE

**AUTHORITY TO APPLY/CONTROL AND TENURE
(FOR TRIBAL OR ARIZONA STATE LAND DEPARTMENT APPLICANTS)**

This is a sample and may be edited as needed by the applying entity. If altered, it is important that all aspects of the sample are addressed.

Arizona State Parks
LRSP Grants Coordinator
1300 W. Washington
Phoenix, AZ 85007

The intent of this letter is to provide evidence of control and tenure of the project site and authority to apply as required by the application for (project name).

Evidence of Control and Tenure: All improvements proposed in this grant application are compatible with the approved land use plan of the (tribe) and will be constructed on land that is within the boundaries of and under the management of the (tribe). These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.

Authority to Apply: The (tribe): _____

Approves the filing of an application for FY 2009 Local, Regional and States Park Heritage Fund assistance;

Certifies that the application is consistent and compatible with all adopted plans and programs of the (tribe) for outdoor recreation developments;

Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Arizona State Parks Board (Board) as a part of the application process;

Certifies that (tribe) will comply with all appropriate state and federal regulation, policies, guidelines and requirements as they relate to the application;

Certifies that (tribe) has matching funds in the amount of \$ _____ from: (list sources) _____ and;

Appoints the (generic title or specific individual) _____ as agent of the (official name of (tribe)) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

Signature of appropriate authority

ADDITIONAL REQUIRED FORMS

If the forms on the following pages are not submitted with the application, the application will be incomplete.

Arizona State Parks Board
ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126

Name of Applicant _____

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE
RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department
regulations on its implementation.

It is understood that recipients of LRSP Heritage Funds are required to comply with
Title II of the ADA and those regulations of federal departments and agencies on its
implementation. The ADA and federal department regulations mandate that: No
qualified individual with a disability shall, on the basis of disability, be excluded from
participation in or be denied the benefits of the services, programs or activities of a
public entity, or be subjected to discrimination by any public entity. See 28 CFR Part
35.

This assurance is effective as of the date of state approval of funds and throughout the
period during which real or personal property is used.

Signature of Authorized Agent

Date

Applicant

Applicant Mailing Address

STATE HISTORIC PRESERVATION OFFICE
Review Form

The State Historic Preservation Office (SHPO) must review each grant application recommended for funding in order to determine the effect, if any, a proposed project may have on archaeological or cultural resources. To assist the SHPO in this review, the following information **MUST** be submitted with each application for funding assistance:

- A completed copy of this form, and
- A United States Geological Survey (USGS) **7.5 minute map**
- A copy of the cultural resources survey report if a survey of the property has been conducted, and
- A copy of any comments of the land managing agency/landowner (i.e., state, federal, county, municipal) on potential impacts of the project on historic properties.
NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act (NHPA); a state agency must consult with SHPO pursuant to the State Historic Preservation Act (SHPA),
OR
- A copy of SHPO comments if the survey report has already been reviewed by SHPO.

Grant Program: _____ Project Title: _____

Applicant Name and Address: _____

Current Land Owner / Manager(s): _____

Project Location -- including Township, Range and Section: _____

Please answer the following:

1. Total project area in acres (or total miles if trail): _____
2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground? _____YES _____NO
3. Please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

4. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Attach extra sheets if more space is needed. Attach photos of project area to document condition.

5. Are there any known prehistoric and/or historic archaeological sites in or near the project area? _____YES _____NO

6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist? _____YES _____NO _____UNKNOWN

⇒ If YES, submit a copy of the survey report. Please attach any comments on the survey report made by the land managing agency and/or SHPO.

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older in or adjacent to the project area? _____YES _____NO

If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form, and submit it with your application.

8. Is your project area within or near a historic district? _____YES _____NO

If YES, name of district _____

Please sign on the line below certifying all information provided for this application is accurate, to the best of your knowledge.

_____/_____
Applicant Signature /Date Applicant Printed Name
Applicant's Phone Number _____

FOR SHPO USE ONLY	
SHPO Finding: ____ Funding this project will not affect historic properties ____ Survey necessary – further GRANTS/SHPO consultation required (<i>grant funds will not be released until consultation has been completed</i>) ____ Cultural resources present – further GRANTS/SHPO consultation required (<i>grant funds will not be released until consultation has been completed</i>)	
SHPO Comments: 	
For State Historic Preservation Office	Date

**STATE OF ARIZONA
HISTORIC PROPERTY INVENTORY FORM**

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property.

PROPERTY IDENTIFICATION

For Properties identified through survey: Site No. _____ Survey Area _____
Historic Name(s) _____

(Enter the name(s), if any, that best reflects the property's historic importance.)

Address _____

City or Town _____ ☐ vicinity County _____ Tax Parcel No. _____ - _____ - _____

Township _____ Range _____ Section _____ Quarters _____ Acreage _____

Block _____ Lot(s) _____ Plat (Addition) _____ Year of plat (addition) _____

UTM reference: Zone _____ Easting _____ Northing _____

USGS 7.5' quadrangle map: _____

ARCHITECT _____ ☐ not determined ☐ known Source _____

BUILDER _____ ☐ not determined ☐ known Source _____

CONSTRUCTION DATE _____ ☐ known ☐ estimated Source _____

STRUCTURAL CONDITION

☐ Good (*well maintained; no serious problems apparent*)

☐ Fair (*some problems apparent*) Describe: _____

☐ Poor (*major problems; imminent threat*) Describe: _____

☐ Ruin / Uninhabitable

USES / FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

Sources _____

PHOTO INFORMATION

Date of photo _____

View Direction (*looking towards*) _____

Attach a recent photograph of property in this space.
Additional photos may be appended.

SIGNIFICANCE

To be eligible for the National Register, a property must represent an important part of the history or architecture of an area. The significance of a property is evaluated within its historic context, which are those patterns, themes, or trends in history by which a property occurred or gained importance. Describe the historic and architectural contexts of the property that may make it worthy of preservation.

A. HISTORIC EVENTS / TRENDS. Describe any historic events/trends associated with the property _____

B. PERSONS. List and describe persons with an important association with the building _____

C. ARCHITECTURE. Style _____ ☐ no style

Stories _____ . Basement _____ Roof form _____

Describe other character-defining features of its massing, size, and scale _____

INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

LOCATION ☐ Original site ☐ Moved: date _____ original site _____

DESIGN. Describe alterations from the original design, including dates _____

MATERIALS. Describe the materials used in the following elements of the property.

Walls (structure) _____ Walls (sheathing) _____

Windows _____

Roof _____ Foundation _____

SETTING. Describe the natural and/or built environment around the property _____

How has the environment changed since the property was constructed? _____

WORKMANSHIP. Describe the distinctive elements, if any, of craftsmanship or method of construction _____

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☐ Contributor ☐ Noncontributor to _____ Historic District

Date Listed _____ ☐ Determined eligible by Keeper of National Register (date _____)

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.

☐ More information needed to evaluate.

If not considered eligible, state reason: _____

PROJECT BUDGET FORMS

The following pages are required as part of the application packet.
The forms may be reproduced.

Instructions for Completing the Estimated Project Cost Sheet

The Estimated Project Cost Sheet is on the following page.

Project Title – Enter the title of the proposed project as it appears on line 8 of the Certified Grant Application Form.

IN THE THREE AREAS BELOW, USE THE INFORMATION YOU ENTERED ON EACH OF THE SCOPE ITEM BREAKDOWN SHEETS.

Note: Contingency costs are not an eligible scope item. Roll your contingency costs into the scope item costs. Allow for inflation as you plan your costs so that when the grant is awarded, the costs are realistic.

Grant preparation is not an eligible scope item.

Acquisition Project Costs - Parcels to be acquired should be listed separately.

AND/OR

Development/Equipment Project Costs – List each scope item that was identified on a Scope Item Cost Breakdown Sheet.

AND (if applicable)

Pre-Agreement, Design & Engineering Costs – Enter the total of all design and engineering costs that are on the Pre-Agreement, Design & Engineering Costs Breakdown Sheet.

Note: Pre-agreement, design & engineering costs cannot exceed 10% of the grant request. Use the worksheet provided on page 45 to figure these costs.

ESTIMATED PROJECT COST SHEET

Project Title: _____

ACQUISITION PROJECT COSTS				
PARCEL NUMBER	CASH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL PARCEL COST
TOTAL MATCH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL COSTS OF ALL ACQUISITIONS				

DEVELOPMENT / EQUIPMENT PROJECT COSTS				
SCOPE ITEM	CASH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL ITEM COST
PRE-AGREEMENT, DESIGN & ENGINEERING COSTS These costs cannot exceed 10% of the grant request.				
TOTAL MATCH - CASH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL DEVELOPMENT / EQUIPMENT COSTS				

Total Cost of All Acquisitions		\$	
Total Development/Equipment Costs	+	\$	
Total Project Cost	=	\$	
Match Amount Certified by the Resolution	-	\$	
Grant Request	=	\$	

Enter the Total Project Cost, Match Amount, and Grant Request on the Certified Grant Application Form on page 19.

ACQUISITIONS COST BREAKDOWN

If your project does not include acquisition, this form is not needed.

PARCEL #	ACRES	ANTICIPATED DATE OF ACQUISITION	ESTIMATED COST	APPRAISAL & RELATED FEES	TOTAL COST OF PARCEL	*P/D
			\$	\$	\$	

* Indicates Method of Acquisition: P= Negotiated Purchase D= Donation

Acquisition Cost Breakdown -identify each parcel to be acquired. List the total acreage and all other information for each parcel planned for acquisition.

In the column on the far right, indicate if the parcel is being purchased (P) or donated (D).

SCOPE ITEM COST BREAKDOWN

A separate cost breakdown must be submitted for each scope item.

SCOPE ITEM: _____

COMPONENTS OF SCOPE ITEM	QUANTITY	RATE	TOTAL COST
TOTAL COST OF THIS SCOPE ITEM			

A **Scope Item Cost Breakdown** must be completed for each component of the project.

- Base the development costs for each scope on what you think the costs will be at the time of construction.
- Estimates should reflect realistic prices anticipated at the time the work will begin.
- Break down each scope item into materials and labor components.
- Design/build costs should be broken out for each scope item as accurately as possible.

⇒ **Remember –**

- Contingency costs should be included within the cost of the scope item, not listed as a separate component.
- Grant preparation is not an eligible scope item.

PRE-AGREEMENT, DESIGN & ENGINEERING COSTS BREAKDOWN SHEET

YOU MUST SUBMIT THIS SHEET IF PRE-AGREEMENT, DESIGN AND ENGINEERING COSTS ARE BEING REQUESTED.

To help you determine your Pre-agreement, design & engineering costs, use the worksheet on page 45.

COMPONENTS OF PRE-AGREEMENT AND DESIGN & ENGINEERING COSTS	QUANTITY	RATE	TOTAL COST
		\$	\$
TOTAL ESTIMATED PRE-AGREEMENT, D&E COSTS			\$
*This amount may not exceed 10% of the requested grant amount. Enter this amount on the Estimated Project Cost Sheet (page 39)			

Eligible pre-agreement and design/engineering costs

- Site planning, feasibility studies, design, construction drawings and specifications, and similar items. These costs must be specific to this project.
- A preliminary cultural resources survey, including information regarding archaeological and other properties, is an eligible cost item. State Parks may require that grant applicants conduct further work such as testing or mitigation of cultural resources before grant funds will be released. These activities are the responsibility of the applicant.
- Testing and mitigation of cultural resources are not eligible for grant funds and may not be counted as match toward the project.
- Phase I Environmental Assessments are eligible for inclusion as a cost item in the scope of work. Any additional work required to receive environmental clearances is the responsibility of the applicant and is not eligible for grant funds or as match counted toward the project.

Pre-agreement, design & engineering Costs are limited to 10% of the grant amount and are optional scope items.

Pre-agreement, design and engineering costs may be incurred up to three years prior to the application due date or after a grant is awarded and the participant agreement is signed by both the participant and State Parks.

The applicant must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development.

Grant application preparation and grant administration costs are not eligible scope items. Do not include these costs with pre-agreement, design and engineering costs.

INSTRUCTIONS FOR PRE-AGREEMENT/ DESIGN & ENGINEERING COSTS WORKSHEET

- ⇒ If Pre-agreement, design & engineering costs are not included in the total project cost, it is not necessary to complete this worksheet. Enter zero (0) for this item on the Estimated Project Cost Sheet on page 39.
- ⇒ If the amount is clearly less than 10% of the requested grant amount, complete the Pre-agreement, design & engineering Costs Breakdown Sheet.
- ⇒ If you are unsure of your pre-agreement, design and engineering costs, use the worksheet on page 45.

WORKSHEET PRE-AGREEMENT, DESIGN and ENGINEERING COSTS

This page is a worksheet for your convenience and does not need to be included with the application. The instructions are on the following pages.

PRE-AGREEMENT, DESIGN AND ENGINEERING COMPONENTS	QUANTITY	RATE	TOTAL COST
TOTAL ESTIMATED PRE-AGREEMENT / D&E COSTS **This amount may not exceed 10% of the requested grant amount.			

Use this formula to determine the allowable amount of pre-agreement design & engineering costs

Total Cost of Acquisition and Development Scope Items (Do not include Pre-agreement/D&E costs)	\$ _____ line 1
Enter the percentage of the total project cost expected to be paid by grant funds as a decimal (i.e., .5 for 50%, or .4 for 40%)	\$ _____ line 2
Multiply <i>line 2</i> by .1	\$ _____ line 3
Subtract <i>line 3</i> from 1.0 (1.0 minus <i>line 3</i>)	\$ _____ line 4
Divide <i>line 1</i> by <i>line 4</i> (This is the Total Project Cost including D&E costs.)	\$ _____ line 5
Multiply <i>line 5</i> by <i>line 2</i> (This is the Grant Request.)	\$ _____ line 6
Multiply <i>line 6</i> by 10% (This is the maximum allowable D&E cost.)	\$ _____ line 7
Subtract <i>line 6</i> from <i>line 5</i> (This is the Applicant Match.)	\$ _____ line 8

SCOPE ITEM TIMETABLE

[illegible]

Include each scope item. Estimate when work on that scope item will begin and be completed.

DONATIONS LIST

Donations must be supported by a letter from the donor identifying the amount and terms of the donation.

ITEM / DONOR	NUMBER OF UNITS	UNIT COST	TOTAL VALUE
		\$	\$
TOTAL			\$

Donations from any source - other than the applicant - may include land, services, labor, materials, and/or equipment. The fair market value of land donations may be used as a matching share of the grant. The estimated values of donated land may be derived from appraisals. Other donations may be determined by applicant's pay scales and formalized equipment use rates.

Donated labor must be charged at **minimum wage** or lower. A licensed or skilled trade may be charged at the current market rate.

Additional donation information:

- * Contact State Parks grant staff for information on how to assess the value of donations.
- * Donations accepted before a grant is awarded are not eligible for reimbursement.
- * The donor and value of the donation must be clearly identified on the Donations List.
- * A letter from the donor identifying the amount and terms of the donation **must** support donations.
- * The source of donations must also be identified in the Resolution/ Authority to Apply and the amount included as a component of the matching funds.



MAPS, PLANS AND PHOTOGRAPHS

Maps and Plans

- Each application must include a project location/boundary map and a site plan.
- Floor plans must be submitted if structures are included as part of the project.
- An acquisition parcel map must be submitted with each application proposing land acquisition.
- A signage design plan must be submitted if the project includes signage.
- A trail design plan must be included if the project includes trail construction or reconstruction.
- Applicants should prepare maps using examples on pages 51-55 of this manual or the application may be considered incomplete.
- Maps must be of display quality on an 8 1/2" x 11" sheet of paper.

Photographs

- Photographs of the project area or specific features of a project must be submitted with the application.
- Provide a description of each photograph – not on the photograph.
- Do not paste labels on the front of the pictures and do not mount them permanently on a sheet of paper. Vinyl photo sleeves are preferred.
- At least four (4) separate 4" X 6" colored photos are requested. Digital photos must be printed on high quality paper and cut to 4" X 6". Black and white photocopies may be submitted with the required additional copies (3) of the application.

NOTE: Application photos and maps are shared with AORCC at its June meeting. Maps that are too large and photos that are mounted will not be used in the presentation.

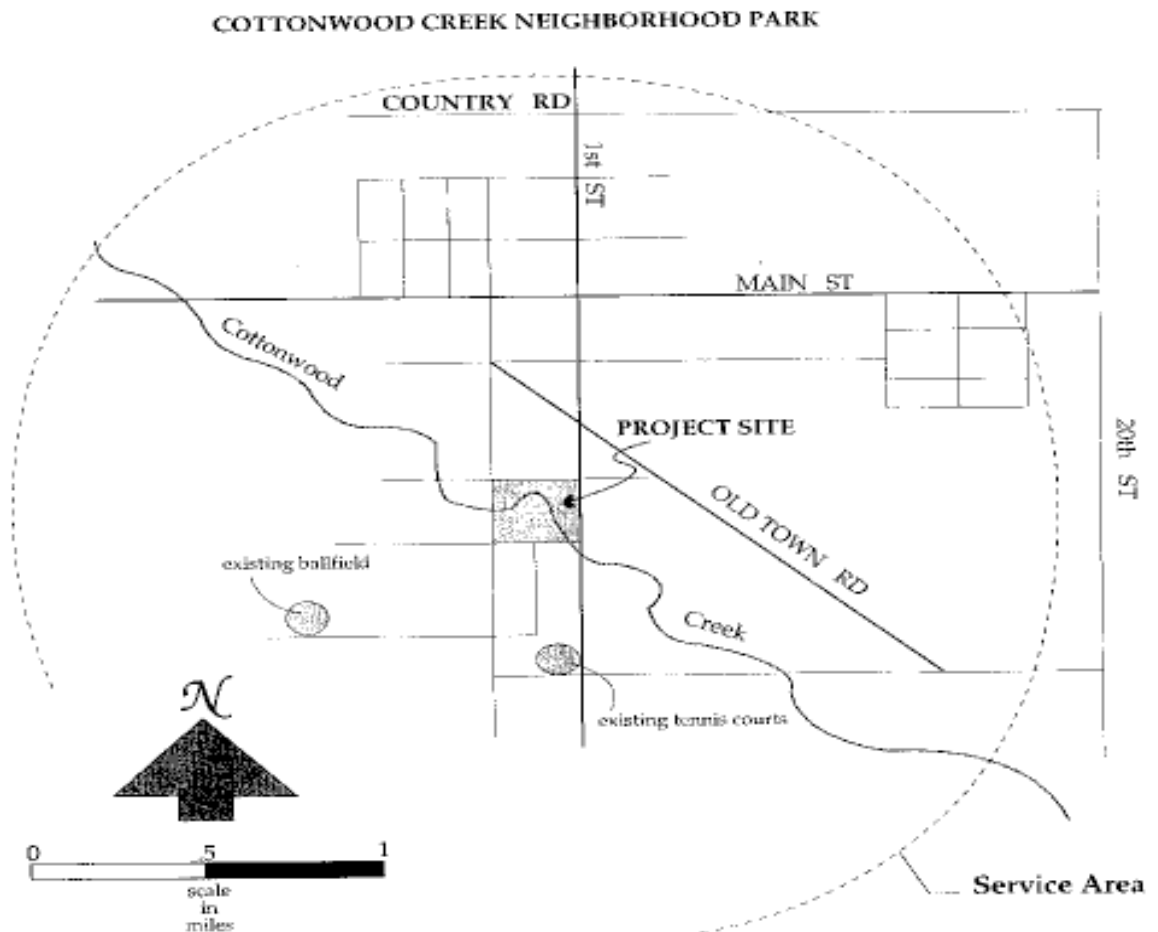
Location Map

8 1/2" x 11"

A **Location Map** shall be submitted with each application and shall identify the following items:

- Location of the proposed project.
- Delineation and/or definition of the anticipated service area of the proposed project.
- Location of similar facilities/sites within the anticipated service area of the proposed project.
- North arrow, scale, project title and date prepared.

Remember: Keep it simple, neat and understandable. A map submitted and not identifying the above items will be considered incomplete. Indicate if an item is not applicable.



**ANTICIPATED SERVICE AREA of project
to include entire town.**

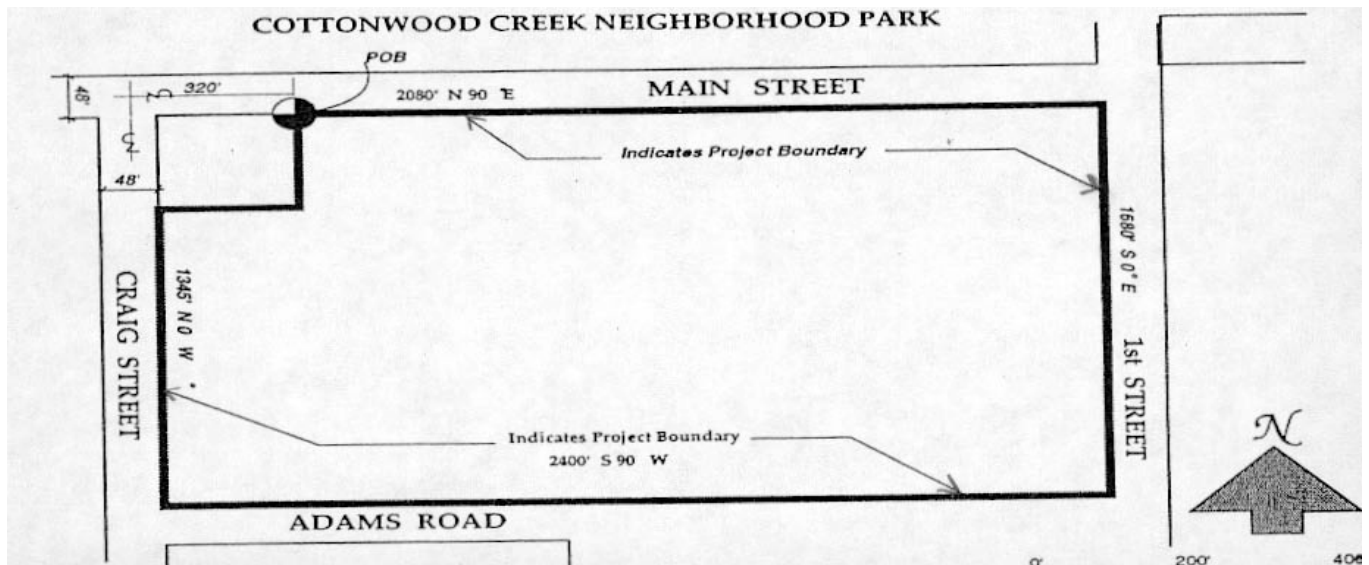
Project Boundary Map

8 1/2" x 11"

A **Boundary Map** must be submitted with each application that specifically delineates the proposed boundary of grant involvement at a recreation site(s).

The map shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Areas under lease and term remaining on lease(s). Please note areas on map.
- Known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights.)
- The boundary of the project area must be delineated so as to be legally sufficient to identify the project area afforded conversion protection. Examples of legally sufficient boundary identification include, deed reference, dedicated right of ways, water bodies, surveys or measurements from permanent locator points at the site.



Site Boundary Description – Example

Town of Blue River – Cottonwood Creek Park Project Boundary Map – Legal Description

Beginning at the intersection of Craig Street and Main Street, thence North 90° East, 320 feet, thence South 90° East, 24 feet to the true point of beginning (POB), thence North 90° East, 2080 feet, thence South 90° East, 1680 feet, thence South 90° West, 2400 feet, thence North 90° West, 1345 feet, then North 90° East, 320 feet, thence North 90° West, 325 feet to the true point of beginning.

The total acres of all tracts of land approximately 60.1 acres and being within the Southeast Quarter of Section 8, Township 6 North, Range 31 East, Gila and Salt River Base and Meridan Apache County, Arizona.

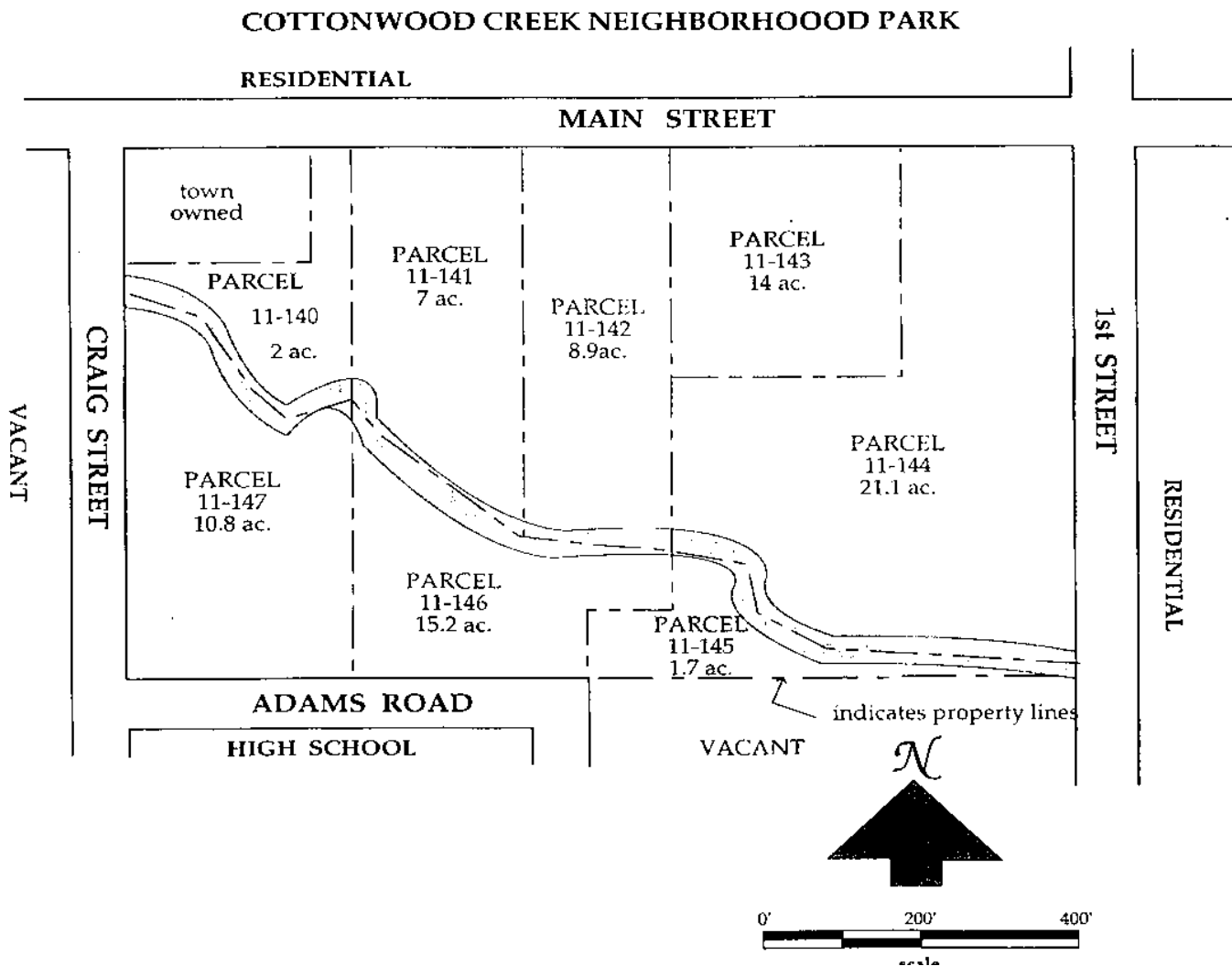
Acquisition Parcel Map

8 1/2" x 11"

An **Acquisition Parcel Map** is only required if project scope includes acquisition through purchase or donation of property.

A map **must** be submitted with each application identifying all property to be acquired or donated under the proposed project. The map shall identify the following items:

- Property lines.
- Parcel numbers and parcel sizes.
- Existing development (include overhead utilities and/or easements.)
- Surrounding land uses.
- North arrow, scale, project title, and date prepared.



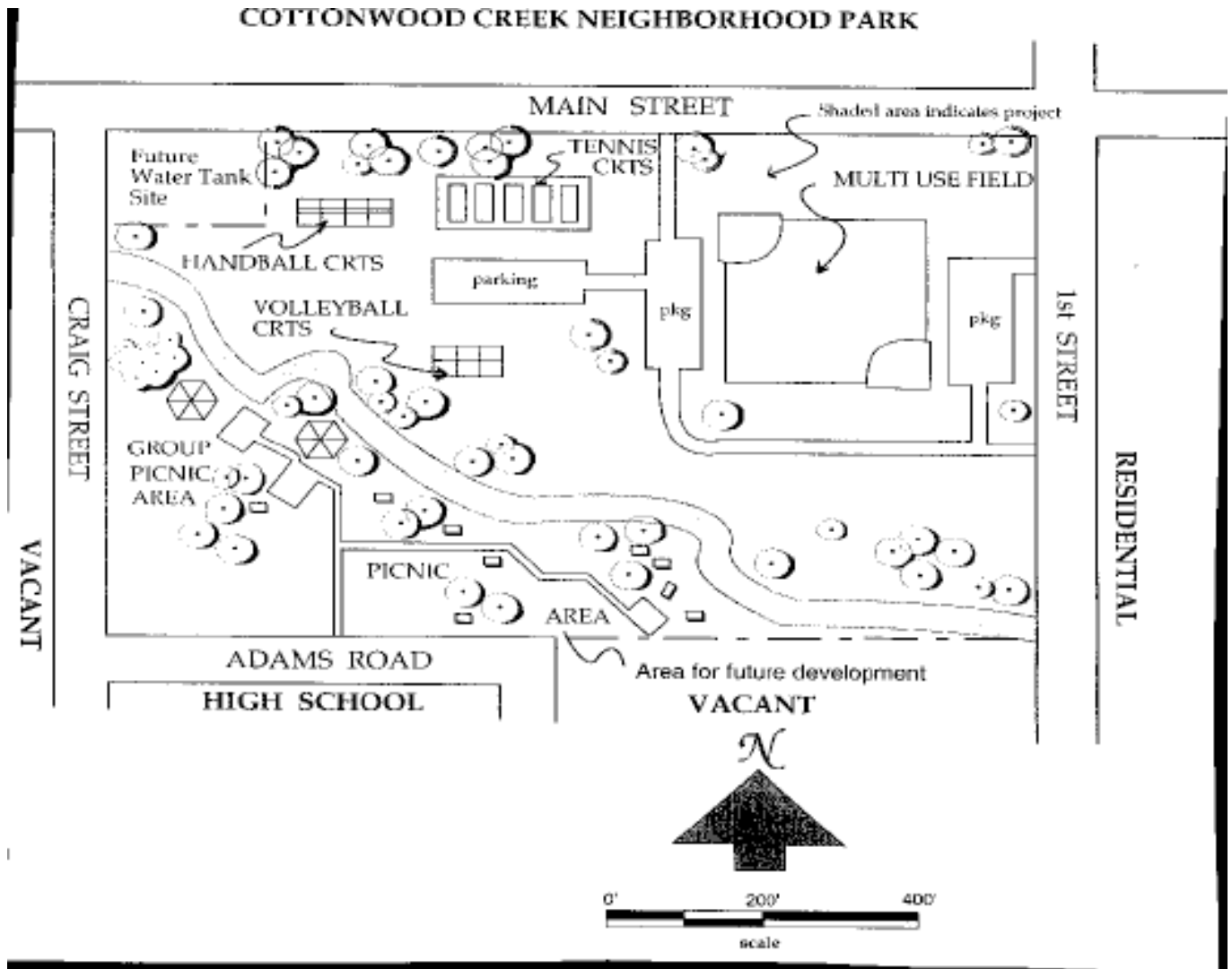
Site Plan

8 1/2" x 11"

A Preliminary Site Plan must be submitted with each application and shall identify the following items:

- Existing site development.
- Development proposed for this site.
- Future development (necessary for all acquisition projects).
- Surrounding land uses.
- North arrow, scale, project title and date prepared.

Please list all improvements on the site plan as existing, proposed project, or future development.



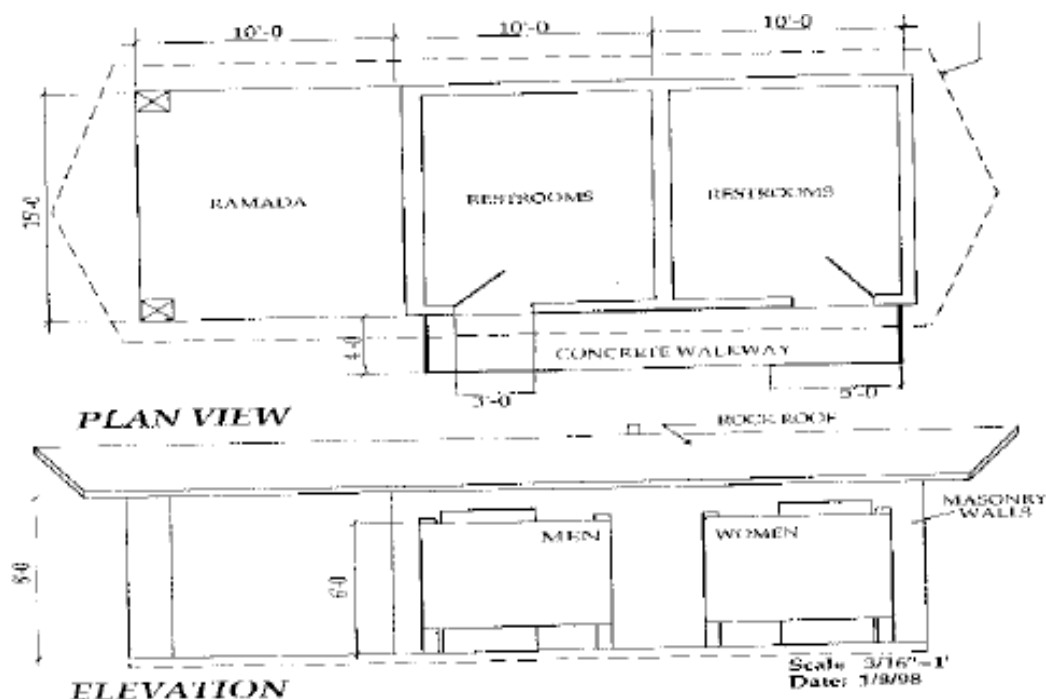
Floor Plans

8 1/2" x 11"

Preliminary construction drawings of floor plans for all proposed structures must be submitted with each application.

An elevation must be shown to indicate the proposed architectural treatment.

Remember: Structures must be designed and built as per the Architectural Barriers Act of 1958, and title II, Americans with Disabilities Act of 1990, A.R.S. § 34-401.



NOTES

Competitive Grant Programs Currently Administered

by the Arizona State Parks Board

Program	Purpose	Fund Source	Application Deadline	Program Coordinator
Local, Regional and State Parks (Heritage Fund) LRSP	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	*Up to \$3.5 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February	Danielle Silvas (602) 542-7160
Trails (Heritage Fund) Trails	To support non-motorized trail acquisition, construction, and improvement for trails on the State Trails System	*Up to \$475,000 annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February. State Trails System nominations due by 5:00 p.m. on the first working day of July	Robert Baldwin (602) 542-7130
Historic Preservation (Heritage Fund) HP	To support historic preservation efforts consistent with the Secretary of the Interior's Standards	Up to \$1.7 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of May (1 st cycle); December (2 nd cycle).	Vivia Strang (602) 542-4662
Growing Smarter State Trust Land Acquisition (Land Conservation Fund) GS	To conserve open space in or near urban areas through the purchase or lease of State Trust land	Up to \$18 million annually from the State General Fund for fiscal years 2001 through 2011	No later than 5:00 p.m. on the last working day of May. Applications for Sale due to the State Land Department by the first working day in August.	Doris Pulsifer (602) 542-7127
Recreational Trails Program Motorized Portion (Federal) RTP	To support motorized trail development, mitigation, acquisition, and education for off-highway vehicle recreation	Approximately \$500,000 available annually from the Safe, Accountable, Flexible Transportation Equity Act	No later than 5:00 p.m. on the last working day of March	Robert Baldwin (602) 542-7130
Land & Water Conservation Fund (Federal) LWCF	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	Subject to Congressional appropriations	Through the LRSP application process, no later than 5:00 p.m. on the last working day of February	Pat Dutrack (602) 542-7129
State Lake Improvement Fund SLIF	To support boating related facilities and access on waters where boating is permitted throughout Arizona	Approximately \$6 million annually from motor boat fuel tax revenue and watercraft license fees	No later than 5:00 p.m. on the last working day in January.	Danielle Silvas (602) 542-7160

For more information on grants, visit our web site at www.azstateparks.com or e-mail us at grants@azstateparks.gov